

## **DISTRICT ATTORNEY INVESTIGATOR 1**

**Assigned to Narcotics division**

### **DEFINITION**

Under general direction, to plan, organize, conduct, and coordinate investigations referred to the District Attorney's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level position in the District Attorney Investigator class series. Incumbents conduct the full range of criminal and civil investigations with minimal direction and supervision.

### **REPORTS TO**

District Attorney, Chief District Attorney Investigator and/or other assigned professional legal staff.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class. However, incumbents may be assigned lead direction and work coordination responsibilities for support staff as needed.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, directs, coordinates, and conducts criminal and child abduction investigations; gathers, assembles, preserves, and reports facts and evidence; interviews complainants, suspects, and witnesses, analyzing and evaluating their statements; prepares final investigative reports, presenting significant data in summary form; prepares and executes warrants and related affidavits for search or arrest; uses and maintains surveillance devices, photographic equipment, and recording equipment; assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis; provides trial attorneys with assistance in evidence review and evaluation, as well as preparation of cases for trial; develops necessary information required by the exigent disclosure of information at or before trial or judgment; investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions; assists with Grand Jury investigations and presentations; researches hidden assets and actual ownership of suspect business enterprises; investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed, may serve arrest warrants and make on-view arrests.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently run, stand and walk; sufficient manual dexterity and eye-hand coordination to operate special investigative equipment; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 lbs. without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, outdoor, driving, and courtroom environments; work is performed in varying temperatures and humidity; continuous contact with other staff and the public.

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### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Investigative techniques and procedures.

Criminal and civil law, rules of evidence, and court procedures.

Interviewing techniques.

Basic accounting procedures and their application to law enforcement and fraud investigations.

Use and care of firearms.

Principles of work direction.

#### **Ability to:**

Gather and analyze investigative data.

Provide a variety of support for legal staff and other law enforcement agencies.

Prepare clear, concise, and comprehensive investigative reports.

Analyze financial and statistical data.

Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.

Exercise good judgment in handling potential hostile individual/situations.

Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience performing criminal or civil investigations at a level equivalent to the Mono County classification of District Attorney Investigator I or (2-3) years of general law enforcement experience conducting criminal investigations.

Some Narcotics training and/or experience is desirable.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

#### **Special Requirements:**

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Completion of Range Weapons Training.

Possession of a Basic P.O.S.T. certificate issued by California Commission on Peace Officer standards and training; an intermediate or advanced certificate is preferred but not required.

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